South Beloit Public Library
Board of Trustees Meeting Minutes
630 Blackhawk Blvd. South Beloit, IL 61080

Call to Order:

- Vice President Emily Sager called the July 14, 2025 meeting to order at 7:00 p.m.

Roll Call:

- Present and answering the roll call were Trustees Margie Bertholomey, Emily Sager, Crystal Ellis, Paula Richeson, Duane Farnsworth, Dan Arbiture, and Stephanie Kohl. Trustees Jose Alarcon and Nichole Kinney were absent.
- Also in attendance was Brenda Weinberg, Director of Library.

Election of Officers

- Election of New Officers:
    - Emily Sager as President, after a motion from Crystal Ellis and a second from Duane Farnsworth.
    - Paula Richeson as Vice-President, after a motion from Margie Bertholomey and second from Dan Arbiture.
    - Duane Farnsworth will remain as Treasurer, after a motion from Crystal Ellis and second from Margie Bertholomey.
    - Crystal Ellis will remain as Secretary, after a motion from Duane Farnsworth and second by Paula Richeson.

  All were approved by voice vote.

- Oaths of Office for Officers and Trustees:
    - Secretary Crystal Ellis administered the Oath of Office to President Emily Sager, Vice-President Paula Richeson, Treasurer Duane Farnsworth and library board trustees: Margie Bertholomey, Dan Arbiture, and Stephanie Kohl.
    - President, Emily Sager, administered the oath to Crystal Ellis.

Approval of Agenda:

- Margie Bertholomey made a motion to approve the agenda. It was seconded by Stephanie Kohl and approved by unanimous voice vote.

Public Comment:

- N/A

Approval of Minutes:

- Dan Arbiture made a motion to accept the approval of the minutes of June 9, 2025. The motion was seconded by Duane Farnsworth and approved by a unanimous voice vote.

Treasurer's Report:

- We should have spent no more than 50% of our budget, if we did straight line budgeting, and we are at 36%.
- We are at 59% of expected revenues.
- Check #21453 was cashed.
- No current outstanding checks from June.
- There is a Cornerstone CD and Advia CD coming due at end of August and a Cornerstone CD coming due in September. We will roll over the August CDs and take the September CD out to transfer the money to our savings account to have the extra cash on hand to help pay for the remodel expenses.
- After August minutes are approved, we will need to update signature cards.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling $28,275.77 following a motion by Dan Arbiture and a second by Paula Richeson.

Librarian's Report:

- Statistics:
    - Registered Borrowers was us up 3.6%, number of visitors were up 1.2%
- In-Library Programs: 68 participants
- Passive Programming: 521 participants
    - Summer reading crafts had 4 programs with a total of 279 participants
    - Summer reading program: 162 kids and 124 adults/teens
- Community Puzzle: 29 participants
- Spice Club: 26 participants
- Outreach: 194 participants
- Brenda met with Shelby Hummel from IL Secretary of State regarding records disposal form updates
    - Public records form was outdated. Shelby is working on updating form to dispose out of date materials (30 years of public records).
- Brenda followed up with Ted Rehl from RR Rotary regarding their donation
- Brenda and Melissa met with Kristi Reuter and Danielle Borst from Angus Young to look at initial draft plans for the renovation
- Melissa, Heather, Danielle, Elaine, Amee Claire, Brenda completed Fire Extinguisher and Emergency/Safety Procedures
- Brenda completed the Safety/Maintenance checklists
- Brenda completed Brenda RAILS – Fat Liberation in Libraries: Imagining a More Equitable and Accessible Future training
- Amee Claire completed Trainings
    - RAILS – Fat Liberation in Libraries: Imagining a More Equitable and Accessible Future
    - RAILS – Public Libraries as Gateways to Nature
    - RAILS – Advancing Accessibility in Your Library
    - RAILS – Literacy as a Political Issue: Libraries and Book Challenges

Communications

- Received two complimentary hand-written notes from patrons recognizing staff service.

- No violations on the annual Fire Inspection. Fire inspector noted that updates can be made to emergency exits to make them accessible for all.

- Received the FY 2025 Per Capita Grant Award Letter for $11,783.78 from the Illinois State Library (ISL).
    - Still awaiting the check, but letter is confirmation we are receiving the grant and Brenda will begin spending the money on items requested in the grant.

Old Business:

- Angus Young - Interior Renovation Update
    - The Angus Young interior renovation update was discussed some highlights are:
        - Vestibule will be changed to glass.
        - Change main door to open up space more.
        - Privacy walls around the bathroom.
        - Children's area will remain in current place but be expanded a little bit.
        - Circulation desk will be moved down a bit.
        - Will look at current use of chimney.
        - Change location of Brenda's door and adding a window so she can see out.
        - New carpeting.

New Business:

- Trustee Short Takes - Board Ethics
    - Trustee short takes on board ethics were tabled and moved until next meeting after a motion from Dan Arbiture, a second from Duane Farnsworth, and a voice vote.

Executive Session:

- At 7:52 pm, after a motion by Paula Richeson, seconded by Duane Farnsworth and a unanimous roll call vote, the board went into a closed meeting to discuss Semi-annual review of closed session minutes as provided by 5 ILCS 120/2 (c) (21) of the Illinois Open Meetings Act

Reconvene to Open Session:

- Reconvene to Open Meeting session at by roll call vote.

Order of Business (from Exec Session):

- Crystal Ellis motioned that the closed session minutes from January 13, 2025 be approved for content and released to the public; the closed session minutes from April 14, 2025 are approved but will remain confidential, that the minutes from October 8, 2018, remain confidential; and that the voice recording from the October 9, 2023, meeting be deleted. Dan Arbiture seconded the motion, and it was approved by roll call vote.

Trustees Comments:

- There was interest in relaxing the printing policy to better support the community. After discussion, it was agreed this would be difficult to manage fairly. The topic will be revisited if needed in the future.

Adjourn:

- The meeting concluded at 8:15 p.m. following a motion by Paula Richeson and a second by Duane Farnsworth which was unanimously approved through a voice vote.

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Emily Sager, Vice President

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Crystal Ellis, Secretary